

TUITION AND ASSOCIATED FEE ADMINISTRATION PROCEDURE

Procedure Section:	Student and Academic Support Services	Effective Date:	July 1, 2024
Policy Owner:	Vice President of Academic and Student Experience	Last Revised:	March 25, 2024
Policy Administrator:	Associate Vice President, Student Experience & Registrar	Review Scheduled:	Every 4 Years
Approver:	Executive Committee		
<i>The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.</i>			

A. PROCEDURES

When a student makes a payment to Keyano College or incurs charges, the following procedure will be followed to ensure proper allocation and transparency in financial transactions.

1. Allocation of Student Payment

- 1.1 The allocation of student payments to Keyano College will adhere to the specified order provided below. This order establishes a hierarchy of allocation, commencing with the prioritization of tuition and fees associated with credit programs or courses.
- a. Tuition and Fees of Credit programs or courses
 - b. Tuition and Fees of Non-Credit programs or courses
 - c. Campus Housing
 - d. Miscellaneous Fees – such as but not limited to library fines, equipment rentals and/or incidental expenses.

2. Administration of Student Payment

- 2.1 Tuition fees will be reviewed annually by the Associate Vice President, Student Experience and Registrar or designate in consultation with the Keyano College Executive Committee.
- 2.2 International students will be assessed at a minimum of three times the domestic tuition fees.
- 2.3 Within 10 business days of an offer of acceptance, students will be required to pay an admission deposit (see reference Table 1.1 below for fee amounts). The admission deposit will hold their seat in the program and will be applied towards their tuition.
- 2.4 Students who do not pay the admission deposit within the required time will be moved to the admission status of Offer Expired. Only if a seat is available in the program will the offer be reinstated; if no seat is available, they will remain as Offer Expired.
- 2.5 In the event that a student is unable to attend the program they have been accepted into, they shall decline or withdraw their seat in the program and be charged the admission deposit.
- 2.6 Full tuition and associated fees will be required within 10 business days prior to the start of the term.

- a. If full tuition and associated fees are not paid within 24 hours of the deadline,
 - i. Students will be informed that their program seat is no longer being held.
 - ii. Students will be added to the waitlist, and upon receipt of tuition and associated fees, if a seat is available a seat will be offered in order of position on the waitlist, if seats are still available.
 - iii. Students who have registered for courses will be removed from those courses until tuition and associated fees are paid in alignment with the academic schedule.
- b. Domestic students who can provide documentation of student loan application will be provided an extension of the deadline.
 - i. Domestic students who receive a student loan that does not cover the full balance of their tuition and fees will be required to pay their remaining balance within 10 business days. Students who fail to clear their remaining balance will be removed from their courses until full payment is made in alignment with the academic schedule.

Table 1.1

Name of Fee	Domestic Student	International Student
Admission	\$250	\$5,000
Deposit		

- 2.7 International students will be eligible for a refund of the admission deposit minus a \$300 administrative fee if they meet the following requirements:
 - a. International student has received an IRCC visa refusal letter dated on or prior to the tuition and fees due date as per the academic schedule.
 - b. International student has provided the IRCC refusal letter to the Office of the Registrar on or prior to the tuition and fee due date as per the academic schedule.
 - c. International student has not previously declined or withdrawn from their program.
- 2.8 Students who are either withdrawn or are dropped from a program within the first 1/8th (2 weeks of a 16-week semester) of the program/semester will be charged the admission deposit fee. Any additional tuition made to the college will be refunded. Specific dates for each year are referenced in the Academic Schedule.

Tuition Refunded = Tuition and mandatory fees – admission deposit
- 2.9 Students who withdraw between 1/8th and 3/8th of a semester will be granted a 50% refund on tuition fees. The admission deposit and all associated fees are non-refundable. Specific dates for each year are referenced in the Academic Schedule.

Tuition Refunded = (Tuition – admission deposit – associated fees) / 2
- 2.10 There will be no refund for students who withdraw after 3/8th the length of a semester.
- 2.11 In special circumstances, the Vice President Academic & Student Experience, Associate Vice President, Student Experience & Registrar, or designate may make exceptions to the above provisions.
- 2.12 Students who are required to withdraw by Keyano College are not eligible for a refund of tuition or associated fees.
- 2.13 Students are required to complete a Withdrawal Form and submit to the Office of the Registrar. However, when a student does not complete the withdrawal form, the Office of the Registrar may initiate the process.
- 2.14 In the event that an international student is unable to attend the program they have been accepted into, they shall not be permitted to defer their enrollment to subsequent terms or academic years. Consequently, they will be held accountable to the refund policy outlined by the college.

DEFINITIONS

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| (1) | Acceptance: | When a student meets admission requirements and there is space in a program, the student is offered acceptance into the program |
| (2) | Admission Deposit: | A non-refundable fee which secures a student's seat in a program. This money is applied to tuition |
| (3) | Associated Fees: | Student Association fee, Student Association building fee, Campus Rec fee, Technology fee, Registration fee, Health & Dental fee, and Laboratory fees. |
| (4) | College: | Means Keyano College |
| (5) | Domestic Student: | Are citizens or permanent residents of Canada |
| (6) | Deferral: | The act of moving an application to a subsequent term or academic year |
| (7) | IRCC: | Immigration, Refugee and Citizenship Canada |
| (8) | International Student: | Are citizens or residents of another country who have valid student authorization to study in Canada |
| (9) | Registration: | The act of choosing classes |
| (10) | Student Loan: | References the financial loan provided to domestic students from a Canadian provincial government or the Federal Government of Canada |
| (11) | Tuition | Mandatory instructional fees that are payable to the institution by students for materials and services that facilitate instruction. |

B. RELATED LEGISLATION

- *Post-Secondary Learning Act*

C. RELATED DOCUMENTS

- Keyano College Credit Calendar (available on Keyano College website)
- Tuition and Associated Fee Administration Policy

D. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
March 25, 2024	New Procedure	All	Assistant Registrar	AVP Student Experience & Registrar